

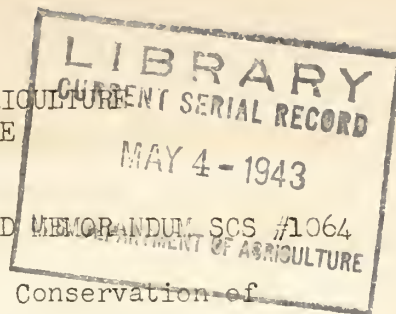
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UNITED STATES DEPARTMENT OF AGRICULTURE  
SOIL CONSERVATION SERVICE  
Washington, D. C.



FIELD MEMORANDUM SCS #1064

Re: Conservation of  
Equipment and Tires

May 13, 1942

TO ALL RANKING FIELD OFFICERS:

Pursuant to Secretarial Memorandum No. 996, dated March 19, 1942, the Secretary has approved the following instructions, which hereby supersede all prior departmental or bureau instructions applicable to the Soil Conservation Service:

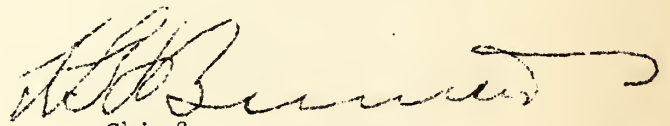
- (1) Government-owned vehicles may not be used for the sole purpose of providing transportation between points served directly by any form of common carrier, providing adequate facilities, regardless of the number of persons making the trip.
- (2) When the necessary work can be carried on with local vehicles, but is at a point not directly served by common carrier, travel by common carrier to nearest point shall be made and the vehicles used from there. Field inspections and supervisory trips must be held to a minimum and so planned as to utilize existing common carrier facilities to the fullest extent. Where vehicle transportation is required such trips must be planned so that all technicians or supervisors covering such points can be accommodated in the one vehicle. Such trips by other than common carrier must be justified by the officials requesting the travel and approved by the authorizing officer.
- (3) Work unit technicians actually working on farms must so plan their work that repeat trips are eliminated insofar as possible. Arrangements should be made for group travel of such technicians with the individual traveling to the most distant point dropping those working at intermediate points in the mornings and picking them up when the work is completed. Insofar as possible, every effort should be made to make itineraries available to other department employees headquartered in the same city or town and working in the county in the interest of curtailing duplication of travel and conserving rubber.
- (4) Appointments should be made in advance of actual visits insofar as possible to avoid unnecessary travel.

(5) Use of Personally-owned Cars

- a. Since the purpose of adopting these regulatory measures is to conserve both equipment and tires, these same instructions shall apply to the use of personally-owned vehicles for official work.
- b. Employees should not be required to use their personally-owned cars for official business.
- c. These instructions are not intended to prevent the use of personally-owned cars for transportation of employees on authorized change of official station under such regulations as now prevail.

- (6) The above rules for the operation of Government-owned equipment do not apply to work being done directly for the War Department or other direct war activities when impracticable of application in view of the job to be done.

Inasmuch as the present program of the Soil Conservation Service is dependent upon the continued availability of equipment for the transportation of both personnel and supplies to the farms where work is being done, all vehicular travel not vital to the execution of the work program of the Service must be eliminated. The use of our vehicles must be so controlled as to cause the least possible wear to both equipment and tires.

  
Chief

Approved:   
Acting Secretary